

MEMORANDUM

To: C.U.P.A. Members and Attendees

From: Elizabeth A. Reed
Personnel Administrative Manager – Uniformed Testing

Date: December 12, 2017

Subject: 2018 Police Lieutenant and Commander Promotional Exams

The following is a summary of the items discussed at the meeting with the CUPA committee on Friday, December 8 at 8:00 a.m. and the revised test dates agreed upon during the CUPA meeting. The meeting was in preparation for the upcoming Police Lieutenant and Police Commander promotional exams. The following individuals were in attendance.

Attendees: C Amy DeLong, CSC Executive Director, Civil Service
Michael Eccard, CSC Deputy Director, Civil Service (via phone)
Doug Sarff, Department Human Resources Officer, Public Safety
Richard Bash, Deputy Chief, Police
Liz Reed, Personnel Analyst Supervisor, Civil Service
Keith Ferrell, Police Officer, F.O.P.
Brian Steel, Police Sergeant, F.O.P.
John Swinger, Personnel Analyst II, Civil Service
Laura Hausman, Personnel Analyst II, Civil Service

TOPICS OF DISCUSSION:

Test Consultant

- Security agreements were signed pertaining to the reading list material.
- The Lodge confirmed they will use Dr. Joel Wiesen as their test consultant for these exams.
- A copy of the CUPA meeting agenda and minutes will be sent to the testing consultant.

Exam Phases and Weights

Lieutenant		
Phase I	Open-Book Multiple-Choice	25%
Phase II	Closed-Book Multiple-Choice	25%
Phase III	Written Work Sample	25%
Phase IV	Oral Board	25%

Commander		
Phase I	Written Work Sample	50%
Phase II	Oral Board	50%

Test Schedules

- The uniformed testing offices will be moving to 1111 E Broad Street. Depending on the timing of this move, all exam phases, except for those with responses on computer, may be at the new location.
- The test schedules were discussed and the requested change to a full month filing period was accepted. The resultant revisions are provided in the timeline tables provided below.

Police Lieutenant Timeline	
Reading List Cut-Off Date (internal sources)	January 31, 2018
Test Filing Period	*July 1–31, 2018
Information Sessions for Candidates	*August 7, 2018 2:00 p.m. *August 9, 2018 8:00 a.m.
Application Review	*August 1, 2018
Multiple-Choice Administration	September 18, 2018
Multiple-Choice Appeals	September 19-21, 2018
Written Work Sample Administration	September 20, 2018
Written Work Sample Clerical Review/Limited Appeals	October 10-12, 2018 9:00 a.m. to 4:00 p.m.
Oral Board Exam Administration All candidates will be Tested on One Day	Week of October 15, 2018
Release of Tentative Test Results	November 1, 2018
Paper Inspection of Oral Board and Review of Video	November 7-9, 2018
Final List and Results Out	November 14, 2018
Eligible List Established	November 15, 2018

NOTE: The scheduled dates are subject to revision in the event of unforeseen circumstances beyond the control of the Civil Service Commission. Any deviations from this schedule will be documented and applicable notifications, if any, will be made.

*date(s) changed during or after CUPA meeting

Police Commander Timeline	
Reading list cut-off date (internal sources)	January 31, 2018
Test filing period	*April 1-30, 2018
Information session for candidates	May 21, 2018 2:00 p May 23, 2018 8:00 a
Must meet and provide proof of education requirement (cut-off date)	May 25, 2018
Exam notices sent on or before	May 30, 2018
Time in rank cut-off date for MQs	June 12, 2018
Test administration: Written Work Sample	June 12, 2018
Test administration: Oral Board Exam	June 18-22, 2018
Clerical Review of WWS (if check-off key)	June 27, 28, & 29 9:00 a.m. to 4:00 p.m.
Release of preliminary test results	July 17, 2018
Paper Inspection of WWS (if BARS) and video	July 23-25, 2018 by appointment only
Final list and results out	July 30, 2018
Eligible list established	July 31, 2018

NOTE: The scheduled dates are subject to revision in the event of unforeseen circumstances beyond the control of the Civil Service Commission. Any deviations from this schedule will be documented and applicable notifications, if any, will be made.

*date(s) changed during or after CUPA meeting

Reading Lists

- The reading lists were discussed. The current FOP contract will be used for the test. The cut-off of January 31, 2018 is acceptable to everyone.
- The reading list will be posted on the website as soon as possible and prior to the submission of the test plan to the union's consultant. However, Commission staff will provide the reading lists to the union's consultant for review prior to posting.
- CSC is looking into providing electronic versions of the internal sources for use during the test for commander. The electronic sources need to be accessible without an internet connection. Due to the number of candidate taking the lieutenant exam, providing access to electronic sources is not an option at this time due to test security.
- The FOP is responsible for ensuring that the union's consultant has the source materials designated on the reading lists.

2018 Columbus Police Lieutenant Promotional Exam Reading List

All internal reading sources may be used for all phases of the examination for the Police Lieutenant exam. The revisions cutoff date for all internal division sources is 1/31/18.

Internal Division of Police Sources:

Directives Manual
Supervisor's Manual
Arrest Search & Seizure Manual
2017 In-Service Training Legal Updates
Emergency Operations Manual
FOP Contract (December 9, 2014 - December 8, 2017)
Patrol SOP Manual

Outside Reading Sources:

Supplemental sources, including, but not limited to texts, articles and documents may be announced as needed for the written work sample and oral exam at the time of the application filing period.

Electronic sources will not be permitted for use during exams.

2018 Columbus Police Commander Promotional Exam Reading List

The revisions cutoff date for all internal Division sources is 1/31/18.

Internal Division of Police Sources:

Directives Manual
Supervisor's Manual
Arrest Search & Seizure Manual
2017 In-Service Training Legal Updates
Emergency Operations Manual
FOP Contract (December 9, 2014 - December 8, 2017)
Patrol SOP Manual

Outside Reading Sources:

Supplemental sources, including, but not limited to texts, articles and documents, may be announced as needed for the written work sample and oral exam at the time of the application filing period.

Accommodations

- Similar to the previous test administrations, there will be no accommodations for appeals and clerical review for vacations or minor/major injury--accommodations will only be considered for military or work-related commitments which overlap each day of clerical reviews/appeals.
- Candidates requesting a military accommodation for the oral board exam will be required to test on the same day as all other candidates. Technology using live video feed such as Skype will be used for such approved accommodations. Other administrative conditions must be met in order for accommodations to be approved.
- The Commission is unable to allow test accommodations that would give any candidate(s) an unfair advantage.

SME Needs

- Almost every commander and deputy chief will need to be involved in the development process. Subject matter experts will only be exposed to a portion of the test. Chief Bash will share the need for subject matter experts with Division personnel.

# needed	Rank	Task	Estimated Time Commitment
6	Cmdr	Review of Lt MC items and MC Appeals	4 hours per person in May and 4-6 hours total in late September
3	Cmdr	Development of Lt WWS	Approximately 2-3 hours every other week for 2-2 ½ months
3	Cmdr	Development of Lt OB	Approximately 2-3 hours every other week for 2-2 ½ months
2	Dep. Ch.	Development of Cmdr WWS	Approximately 2-3 hours every other week for 2-2 ½ months
2	Dep. Ch.	Development of Cmdr OB	Approximately 2-3 hours every other week for 2-2 ½ months
2	Cmdr	Pilot Test Cmdr WWS and OB	6-8 hours each
2	Lt	Pilot Test Lt WWS	4-6 hours each
2	Lt	Pilot Test Lt OB	2-4 hours each
4	Lt	Review Lt WWS Appeals & Clerical Review	3-4 days in October
1-3	Cmdr	Review Cmdr WWS Appeals & Clerical Review	3-4 days

- If there is anyone within the stated ranks who should not be used as a SME, the Division representative, union and/or the department representative must provide such names to the Commission as soon as possible.

Written Work Sample

- Candidate responses for the commander written work sample will be on computer at 77 N Front Street, 3rd floor.
- A decision was not reached as to whether the lieutenant responses would be hand written or on computer. If lieutenant responses are on computer, candidates may need to be sequestered depending on the number of candidates. Possible computer training or computer related source material for those taking the lieutenant exam was discussed.
- The lieutenant written work sample will be scored using a check-off key and will be graded by CSC staff.
- The commander written work sample may be scored using a check-off key, graded by CSC staff and/or BARS graded by outside assessors.
- For the commander written work sample, if graded using BARS, three assessors will grade each problem.

Oral Exam

- The Commission plans to test for a given rank all in one day and sequester candidates.
- Assessors will score candidates during the live portion of the oral board exams and then score candidate on the opposite scenario via video recording. Six assessors will score all candidates for the commander oral exam. It is difficult to obtain enough assessors at this rank willing to come to Columbus to score.
- Lieutenant candidates will be scored via video.
- The review of videos will be offered during the tentative results period. Candidates will have the option to bring a CPD mentor who is in the rank being tested or above, chosen by the candidate, when attending the video review of the oral exam. The purpose of the video review is to provide a development opportunity not to protest the scores. However, candidates may verify the accuracy of their raw scores by totaling the rater scores and comparing to their reported score. A determination on whether or not to continue the paper feedback for the commander exam was discussed. It was decided that the FOP will email candidates who took the last commander exam to see

if the paper feedback method was of value before determining whether they will request continued use for this administration.

Results Release Procedures

- The group reviewed the tentative results procedures for the Police Lieutenant and Police Commander Exams. No issues were raised.

Results Release Procedures 2018 Police Lieutenant Exam

1. On Thursday, November 1, 2018 (represents 10 working days prior to the expiration of the current Police Lieutenant eligible list), the Civil Service Commission will:
 - a) issue to the Fraternal Order of Police Capital City Lodge No.9's (henceforth referred to as "the Lodge") testing consultant, the names, raw scores, z-scores, scores by dimensions, subtotal scores, seniority points, final scores, and resultant ranks of the 2018 Police Lieutenant Examination;
 - b) issue to the Lodge, by email, a list of all candidates and seniority points;
 - c) email the tentative results notice to the candidates indicating their raw scores, scores by dimension, the high, low, and mean scores for each phase, the candidate's seniority points, and the information needed to schedule a review of their own video responses and copies of their own scan sheets.
2. On Wednesday, November 14, 2018 (represents one (1) business day prior to the effective date of the list):
 - a) a final results notice will be sent via email to candidates indicating their final score and ranking on the eligible list;
 - b) a copy of the final eligible list will be emailed to the Department of Public Safety and the Lodge at approximately 10:00 a.m.
3. The eligible list will be effective at 12:00 a.m., Thursday, November 15, 2018.
4. Should the Lodge not retain a testing expert for this exam; the Commission will proceed with this procedure as noted with the exception of issuing the information to the consultant as stated in Step 1, a).

**Test Results Release Procedure
2018 Police Commander Exam**

1. On Tuesday, July 17, 2018 (represents 10 working days prior to the expiration of the current Police Commander eligible list), the Civil Service Commission will:
 - a) issue to the Fraternal Order of Police Capital City Lodge No.9's (henceforth referred to as "the Lodge") testing consultant, the names, raw scores, z-scores, scores by dimensions, subtotal scores, seniority points, final scores, and resultant ranks of the 2018 Police Commander Examination;
 - b) issue to the Lodge, by email, a list of all candidates and seniority points;
 - c) e-mail the tentative results notice to the candidates indicating their raw scores, scores by dimension, the high, low, and mean scores for each phase, the candidate's seniority points, and the information needed to schedule a review of their own video responses and copies of their own scan sheets.
2. On Monday, July 30, 2018 (represents one (1) business day prior to the effective date of the list):
 - a) a final results notice will be sent via email to candidates indicating their final score and ranking on the eligible list;
 - b) a copy of the final eligible list will be emailed to the Department of Public Safety and the Lodge at approximately 10:00 a.m.
3. The eligible list will be effective at 12:00 a.m., Wednesday, July 31, 2018.
4. Should the Lodge not retain a testing expert for this exam; the Commission will proceed with this procedure as noted with the exception of issuing the information to the consultant as stated in Step 1, a).